

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Instructional Aide**

**QUALIFICATIONS:**

High School Diploma or equivalent

**REPORTS TO:**

Principal

**EMPLOYEE CLASSIFICATION**

Aide I            Aide II            Aide III            Aide IV

**RESPONSIBILITIES:**

The Aide shall be responsible for:

1. Maintaining positive work habits.
2. Performing duties efficiently and productively.
3. Maintaining and/or upgrading skills.
4. Maintaining personal qualities appropriate for assigned job.

**PERFORMANCE STANDARDS:**

The following performance standards and indicators further define the job responsibilities of an aide:

**A. Work Habits**

1. Observes assigned work hours.
2. Maintains regular attendance.
3. Complies with Pendleton County School policies governing employment.
4. Demonstrates knowledge about rules governing the aide position.
5. Meets daily schedule as prescribed.
6. Adjusts to work assignments and/or schedule changes.

**B. Performance**

1. Assumes responsibility for supervising students.
2. Demonstrates the ability to plan and prioritize his/her daily activities (effective use of time/effort).
3. Respects the confidentiality of information associated with schools/students.
4. Utilizes basic methods and procedures prescribed for the instructional setting in which she/he works.
5. Exhibits competence in the subject area(s) in which she/he is assigned.
6. Exhibits competence in the area of record keeping as it pertains to student programs.
7. Demonstrates a warm and receptive attitude toward children.
8. Maintains a cooperative working relationship with principal, supervising teacher, students, parents, general staff and general public.
9. Works well with minimum supervision.

10. Acts effectively to perform duties assigned by the supervising teacher/principal.
11. Demonstrates knowledge in the operation/care of equipment.
12. Plans and carries out lessons to completion in cooperation with teacher input.
13. Exhibits competence in controlling students.
14. Exhibits competence in the areas of English usage and basic grammar.
15. Exhibits the ability to motivate students in the instructional setting.
16. Exhibits the ability to perform routine clerical duties such as filing, typing or duplicating materials.
17. Demonstrates the ability to follow directions.

### **C. Training and Experience**

1. Participates in courses, seminars, and workshops in the areas of learning theory.
2. Strives to improve instructional performance.
3. Participates in staff development provided by county.
4. Participates in college courses/training required to advance in the aide classification and/or better preparation for job assignments.
5. Attends in-service meetings and seminars.
6. Reads current articles related to job assignment.

### **D. Personal Qualities**

1. Possesses physical/emotional health necessary for effective job performance.
2. Demonstrates a positive attitude toward his/her work assignment.
3. Accepts responsibility for the work assigned.
4. Maintains appropriate appearance and personal hygiene.
5. Accepts constructive criticism.